

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DNR06221898</u>	DATE POSTED: <u>10/05/21</u>
POSITION NO: <u>229425</u>	CLOSING DATE: <u>10/18/2021 by 5pm</u>
POSITION TITLE: <u>Administrative Services Officer</u>	
DEPARTMENT NAME / WORKSITE: <u>Agriculture / Window Rock, Arizona</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____
	GRADE/STEP: <u>BQ64A</u>
	\$ <u>45,226.08</u> PER ANNUM
	\$ <u>21.66</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision plans, organizes, directs, performs, supervise and coordinates the central administrative services of the department including budget, financial, personnel; and property and general office management. Plans, organizes, assigns and reviews work, and passes upon various management problems in directing fiscal, personnel, office service and general business activities of the department; recommends departmental policies in administrative services and business management; assists and coordinates fiscal and accounting responsibilities; directs and makes administrative studies of the organizational structure and administrative procedures of the department; determines production standard and ensures uniform procedures; directs budgetary and fiscal control programs and assists in the formulation and preparation of the department's budget; maintains procedure liaison with other departments; develops administrative manuals; exercises direct supervision and control over all clerical personnel; trains clerical personnel; prepares reports and dictates correspondence and compiles and creates departmental quarterly report.

Research, forecast, develop, annual department and program budget including the Agriculture Infrastructure Fund; manage all expenditures by 6B guidelines; assist with budget and grant preparation with key staff; responsibility for preparation and administration of departmental budgets and conduct analyses to solve management problems; overall management of physical inventory.

Provide guidance and assist program managers with NN Personnel Policy and Procedures and/or budget process including corrective action; assist with personnel process such as JVA, PCQ, etc.; prepare annual evaluations for manager implementation, grade step recommendation, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and 2 years of administrative and management experience; or an equivalent combination of education and experience.

Special Requirements:

- Obtain FMIS certification with 90 days of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge in modern principles & practices of public administration, government accounting, procurement and financial administration. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing tribal operation relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measure and revenue forecasting. Knowledge of general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques.

Skill in developing and analyzing financial systems, procedures and controls, budgets and forecasts.

Skill in planning, coordinating and initiating action necessary to implement recommendations, new methods, new procedures.

Skill in the selection, training, supervision and evaluation of subordinates; define problems areas; collect, interpret and evaluate data.

Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, Federal and state guidelines.

Skill in providing professional and courteous customer service; establish and maintain effective working relationships. Knowledge of the NN budget process; Budget and Contract experience; Proficient in Microsoft Office software; Bilingual in English and Navajo languages

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.